ANNUAL CONFERENCE

MINUTES OF PUBLICATION COMMITTEE.

February 10, 1910.

Mrs. Walker in the chair.

Present: Mrs. Bennett, President of Board, Mrs. Gregory, Miss Parsons
Miss White, Mrs. Pingry of the Publication Committee.
Miss Fraser, Mrs. Gildersleeve from the office.

I. SCHOOL LEAFLETS.

If it is the policy of our Woman's Board to be equipped with printed matter exploiting the work of all boarding schools we should have new leaflets on the following -

Indian - 1. Jewett, New Mexico.
2. Anadarko, Oklahoma.
Mr. Pait promised to revise the leaflet on this school and a letter was sent him regarding the matter January 30, 1909.

Indian - A general Navajo leaflet.

Mexican - 1. Los Angeles, California (material available)
2. Allison School, Santa Fe, N.M.
3. Mary E. James School, Santa Fe, N.M.

Mexican - Los Angeles
Allison and Mary E. James - combined.

Utah - 1. New Jersey Academy, Logan, Utah.
2. Collegiate Institute, Salt Lake City, Utah.

Utah - Two leaflets - one general, one on the four academies.

Mountaineer - 1. Harlan, Kentucky.
2. Mt. Vernon, Kentucky.
3. Home Industrial and Pease Memorial, Asheville, N.C.
Miss Stephenson was asked sometime ago to prepare this but has not as yet done so.
4. Bell Institute.

Mountaineer - Harlan, Ky. School and outlying districts
Asheville Plant, combining all the schools.
Laurel Country - Prepared by Miss Goodrich
Bell Institute, including the day schools,
Big Pine, Little Pine, Walnut Spring,
and Walnut Run.

SCHOOL LEAFLETS - cont.

Porto Rico and Cuba -

1. Aguadilla, P.R.
2. Mayaguez, P.R.
3. Sancti Spiritus, Cuba.

Porto Rico and Cuba

General Porto Rican school leaflet
General leaflet - Cuban schools.

II. FOREIGNERS.

A general leaflet on the work our Woman's Board is trying to do for foreigners in twelve states.

Deferred for the present.

III. OZARK MOUNTAINS.

We have been asked for a leaflet giving the needs and possibilities of this region.

Deferred for the present.

IV. INDIANS OF CALIFORNIA.

As societies are asked to contribute to this object we need a leaflet on the Indians of California and our work among them.

Referred to Miss Nellie McGraw and Miss Laura Work.

V. MEDICAL WORK.

A leaflet covering the medical work under the care of our Board is in demand.

Leaflet ordered giving account of medical work as carried on at St. Lawrence Island, Sitka, Haines, Pt. Barrow and San Juan.

VI. SPECIAL OBJECTS.

Scholarships and Teachers' salaries. The need of scholarships, the privileges of the scholarship holder, and some incidents showing results. Why are teachers' salaries assigned as specials? These are all points for explanation in a leaflet.

Two leaflets ordered
(1) Scholarships and other specials
(2) General Fund -
Prepared by the office.

VII. POST GRADUATE COURSE ON "ALIENS OR AMERICANS?"
This would have a large use.

Deferred.

VIII. HISTORICAL PAMPHLETS.

Formerly we kept in stock pamphlets containing historical, geographical, racial, and missionary information in concise form on each field. Of these we have only "Missions among the North American Indians", by Dr. C.F. McAfee, and provision is being made for the reprinting of "Facts about Alaska" by Sheldon Jackson. Such aids are valuable to persons preparing papers who cannot afford the expense of a book. We need pamphlets on the following fields -

1. Mexican
2. Mormon
3. Porto Rico
4. Cuba

Note.- As our department must keep faith with subscribers to whom we have promised to supply ten cents worth of printed matter on each monthly topic we shall be grateful if special attention can be given to the preparation of the necessary literature. Some subscribers have already received all we have on a few of the topics. We have 237 subscribers on our list for leaflets on the monthly topics, and 210 others who receive all new leaflets issued.

Mexican
Mormon
Porto Rico
Cuba
Referred to Miss Crowell. In case she cannot do them secure assistance.
Note.- Where we have not sufficient leaflets to meet our obligation for ten cents worth each month, moved we purchase from other Boards and supplement if possible.

IX. BOOKS.

Denominational books on the fields including not only historical but narrative material are essential in addition to the historical pamphlets. These should be printed in better form than our green cloth series and sell from 50 to 75 cents per volume. At present we need especially books on -

1. Cuba and Porto Rico
2. Indians
3. Mexicans
4. Mormons

Cuba and Porto Rico - Use Dr. Grose's book.
Indian - Deferred
Mexican - "
Mormons - Examine Mr. Clemenson's.

X. JUNIOR TEXT BOOKS.

Shall new editions be ordered of -
Alaska for Juniors (cop. in stock)
Coming Americans (cop. in stock)
Shall we have a new junior text book on Cuba and Porto Rico for next year? There will be demand.

Delay reprints until we have only 100 in stock.
Moved that such a text book be prepared.

XI. WESTMINSTER GUILD AIDS.

What shall we provide in the way of supplementary aids for Westminster Guild study next year?

Deferred.

XII. NARRATIVE LEAFLETS.

We need good short stories.

Referred to Publication Committee, authorising the committee to pay for such leaflets; also to advertise - Miss Helen Manatt, Providence, R.I. was suggested as a writer of narratives.

XIII. THE TREASURY.

There is a special demand for a leaflet treating the system by which funds should be remitted to our treasury, the various funds to which contributions are credited, and reasons for systematic receipts and disbursements, also what percentage of money contributed goes to the field.

Moved and carried that Miss White be requested to prepare a leaflet to be ready by June first.

XIV. MAP TALKS.

The help given in these leaflets has been in such demand that we hope new editions may not be greatly delayed. In last Year's schedule the preparation of map talks was referred to the following persons -

Mormon to Dr. Boyd
Indian to Dr. Moffett
Alaska to Miss Fraser
Porto Rico to Mrs. Thompson

At present we need also
Mexican

Mormon -	Referred	to	Mrs. Thompson
Indian -	"	"	Mrs. Ketcham
Alaska -	"	"	Miss Fraser
Porto Rico -	"	"	Mrs. Crane
Mexican -	"	"	Miss Finks

XV. MAP LOCATING MISSION SCHOOLS.

This was on our list last year.

Correspondence with the McKinley Company of Philadelphia, large publishers of maps, enables us to state that we can procure 1000 maps U.S. 32 X 44 in. in size printed on paper mounted on muslin for $490.- This map would show only the state boundaries, important rivers and our mission schools printed in black. We would be obliged to sell it at $1.00 per copy. It would not include either Cuba, Porto Rico, or Alaska. To include Alaska would increase its cost $100.00. A second 1000 in the same order could be supplied for $365.00, which would make an order for 2000 cost $855.00. Printed on muslin alone the cost would be practically the same.

Moved we do not purchase maps, the price being prohibitive.

XVI. SUNDAY SCHOOL NARRATIVES.

Appropriate narratives for gratuitous distribution in Sunday schools are not only needed but absolutely essential.

XVII. MISSIONARY METHODS IN THE SUNDAY SCHOOL.

A leaflet giving methods and suggestions for the study and presentation of missions in the Sunday school is greatly needed.

Deferred for further investigation.

XVIII. SUNDAY SCHOOL THANKSGIVING PROGRAM 1910.

What special field will be treated?

Await action in regard to subject.

XIX. PRAYER CALENDAR 1911.

An overture from Boise Presbytery in regard to uniting the Home and Foreign Calendars was referred to us by the Board of Home Missions.

Motion made and carried that we decline to unite with the Board of Home Missions in approaching the Board of Foreign Missions in reference to the consolidation of calendars. In consideration of the origin of the calendar of the Woman's Board of Home Missions we believe that when the time arrives for consolidation, negotiations should be conducted by the Woman's Board of Home Missions and the Women's Boards of Foreign Missions.

XX. PRAISE SERVICE 1910.

Miss Crowell.

XXI. HOME MISSION TOPICS 1911.

Referred to Mrs. Finks and Miss Fraser.

XXII. ANNUAL CRADLE ROLL GATHERINGS.

Program needed. See IV. of last year's list.

Program - deferred.

XXIII. PICTURE CARDS FOR PRIMARY DEPARTMENT AND CRADLE ROLL USE.

Colored pictures on cards of post card size with short descriptions in simplest words for little people on the reverse side have been requested from various sources.

Last year the matter of securing information about these cards was referred and now we are prepared to report than 1000 cards with a picture printed in three colors on one side and a description in type of one color on the reverse would cost $33.30.

Our plan includes the printing of 1000 or 2000 each of 4 different subjects for the four quarters of the year illustrating -

Alaskans
Porto Ricans
Indians, and
Immigrants.

These are the peoples to which our little folks give most of their interest and missionary money. The cards should be sold at four cents each or fifteen cents per set of four.

Suggestions made that pictures be printed on paper instead of cards. Referred to Mrs. Walker and Miss Rue.

XXIII½ MOTHERS' HELPS FOR SUNDAY AFTERNOONS.

Referred to Miss White and Miss Parsons.

XXIV. DISPLAY SCREEN FOR LITERATURE DEPARTMENT.

When our literature department moved into its present rooms a screen was promised to protect the packing room from visitors who frequently walk back to the closets and interrupt the packers. As space for the display of our literature is exceedingly limited it has seemed desirable to procure a screen that could be used as a display board, and with this in mind our referee committee approved a substantial display fixture which can be purchased for $176.00. It would accommodate a sample of every printed aid we have and should greatly increase our office sales. The Board is willing to pay its half of the purchase-price and it is necessary only to secure the approval of our committee. The amount appropriated for expenditures of the department this year will permit this purchase before April first.

Purchase of screen referred to Miss White and Miss Fraser for further investigation.
Motion carried that a list of the publications in our library be added to our catalogue; also that the list be issued in separate form.
Motion carried that a simple bibliography on Immigration and the Indian be prepared and issued in an inexpensive manner.

XXV. CREDIT PRIVILEGES TO PATRONS.

All of the Women's Board of Foreign Missions give credit to synodical and presbyterial secretaries of literature who returnmleaflets and books remaining unsold after meetings. We have allowed syhodical and presbyterial secretaries of literature to return text books for study and Prayer Calendars but they so frequently forget that we do not include leaflets in the privilege that we often receive back large numbers of leaflets with books and calendars. So frequently have we received in returned parcels more than fifty per cent of the value of our shipment that we feel the necessity of making some definite rule about the matter. Were we to offer return privileges to all our secretaries of literature we should probably need an extra clerk to adjust the accounts which get badly muddled when literature from various boards is sent in one parcel as is frequently the case.

Our present rules are as follows:

Books and Prayer Calendars may be sent on approval to secretaries of literature and study class leaders who will be responsible for them, but in order to receive credit for copies remaining unsold they should be returned in good condition within thirty days from date of bill with return transportation prepaid.

Literature that has been in any way marred by lead pencil or finger marks cannot be credited.

It would seem best not to<u>advertise</u> to receive back unsold supplies but by giving credit when it seems impossible to do otherwise we shall probably evade comparisons with the Foreign Boards. It will be wise, however, to limit secretaries of literature as to the amount of literature to be returned. We cannot afford to sell five dollars worth of leaflets and have four dollars and fifty cents worth come back as is too often the case. A New York secretary of literature recently took twenty Prayer Calendars for sale and returned all but four. May we not add to our rules one that shall stipulate that we cannot give credit for more than one third or thirty-three and a third per cent of the invoice, and that credit shall include only literature itemized on the bill that is returned with it? Books for which pay was remitted a year ago have recently been returned with a request for a credit. Frequently presbyterial secretaries of literature hold calendars six months or longer and then insist upon having credit because they must pay the bill from their personal account. (This occurs in spite of the fact that we send statements of accounts at least quarterly.) Parcels containing returned supplies include literature from the Northwest, Southwest or other Foreign Boards about which it becomes necessary to correspond before accounts can be adjusted. At present we hold literature on Foreign Missions returned for credit from Kansas. We do not know the name of the sender and three letters of inquiry have as yet failed to procure the correct information.

It seems absolutely essential to adopt some rules that shall protect our department from extra labor and loss of money and the person in charge of the office of our Woman's Board of Foreign Missions here in New York has said she thinks her Board would be willing to follow our lead in this matter.

<u>Mrs. Walker, Miss Parsons, and Mrs. Gildersleeve were appointed a committee to confer with Miss Rue.</u>

<u>It was also moved and carried that the subject be referred to Annual Meeting of Woman's Board for full discussion.</u>

Minutes of the Publication Committee, May 17, 1910

Present:

Mrs. Pingry

Miss Parsons and

Mrs. Walker

Motion carried.

I (a) That the part of the Prayer Calendar pertaining to the Woman's Board of Home Missions be prepared by Miss Crowell on last year's plan, with new devotional headings and fresh items in connection with the schools.

(b) That Mrs. Walker confer with Mr. Olin in regard to the printing of the Calendar.

II Motion carried:

That the book on Porto Rico be uniform with "Coming Americans". Title "Star Forty-Nine?" Edition 5000. To be referred to the Secretary or Treasurer for correct statement and approval.

III Motion carried:

That the Thanksgiving program and the Praise Service be submitted to the office.

IV Motion carried:

That Mrs. Pingry be authorized to present our

"Terms upon which Literature is sent" to Central Committee of Foreign Board for Conference.

V Map Talks on Mexicans and Indians referred to Miss Crowell.

VI Mrs. Walker was authorized to write to Miss Goodrich in regard to the children's exercise "Pioneers"
Also to write to Mrs. Starr.

VII In regard to prize leaflet--we endorse a form which was read, offering $25.00--the offer to be printed in the Home Mission Monthly.